

**JOB DESCRIPTION  
STREET DEPARTMENT  
TRAFFIC SIGN TECHNICIAN**

**1. JOB TITLE: TRAFFIC SIGN TECHNICIAN**

**2. DEFINITION:** This is a skilled full-time position under the administration of the Director of the Street Department. The primary purpose of this classification is to perform the functions associated with the design, fabrication, and installation of street signs. All employees are responsible to the City Manager. The employee will perform required work for the maintenance of right of ways, easements, and other City owned property. The employee will perform other related work as required, some of which will be mechanical. This position is classified as Non-Exempt for the purpose of the Fair Labor Standards Act, as having a possible occupational exposure to bloodborne pathogens, and as Safety Sensitive; the employee is subject to pre-employment, reasonable suspicion, post accident, random, promotion and transfer, return to duty, and follow-up drug and alcohol testing. The employee is subject to a pre-employment physical examination with a written statement from the physician as to the employee's ability to meet the physical strength and dexterity requirements of the position.

**3. EQUIPMENT AND JOB LOCATION:**

- a. The employee will operate a computer driven graphic cutter/plotter for the purpose of fabricating signs and will also be familiar with all equipment required for the final assembly and installation of signs. The employee will operate and maintain light-duty vehicles, dump trucks, and hand tools as required.
- b. Work may be performed in an indoor or outdoor environment within the Murfreesboro City limits, with some tasks performed during periods of inclement weather. The employee will be exposed to loud noise, mechanized equipment, dirt, dust, rain, sleet, snow, heat, chemicals, and foul odors. This position requires a great deal of physical exertion during periods of extreme weather conditions. All City facilities and vehicles are smoke-free.

**4. ESSENTIAL FUNCTIONS OF THE JOB:**

- a. Operates a computer to enter, retrieve, review or modify data; verifies accuracy of entered data and makes corrections as appropriate; utilizes word processing, spread sheet, desktop publishing, database, sign making, graphics, or other software programs; installs software programs and hardware components; troubleshoots computer problems.
- b. Digitizes images into sign programs; creates computer files to match regulated signs; packs test and graphics to plot; cuts signs and text with a plotter; covers aluminum blanks with sheeting; applies vinyl signs to blanks and to vehicles; and recovers old blank signs.
- c. Assembles signs; loads assembled signs on a truck and transports them to the job site; removes and installs assembled signs as job order prescribes.

- d. Oversees inventory of stock of City signs and installation tools; checks out materials to City employees; organizes materials for storage; supervises and conducts annual inventory of signs; maintains computer database of sign inventory.
- e. Records complaints for damaged/downed signs; responsible for assuring corrective action is taken for these complaints.
- f. Secures the sign shop at the end of each workday.
- g. Operates a variety of machinery, equipment, and tools associated with department projects, which may include a utility vehicle, scanner, plotter, heat applicator, high intensity applicator, roll applicator, die cutter, hydraulic shear, drill press, sledgehammer, artist's instruments, and mechanic's tools.
- h. Maintains adequate inventory of materials, supplies, and equipment; initiates requests for new and replacement materials; writes specifications as needed; determines appropriate source for materials.
- i. Communicates via telephone and/or two-way radio; provides information; takes and relays messages; responds to request for service or assistance.
- j. Maintains a current knowledge and awareness of the Manual on Uniform Traffic Control Devices and all other regulations and guidelines pertaining to street sign specifications.
- k. Performs routine maintenance of equipment and vehicles.
- l. Performs extreme physical labor for extended periods of time under all weather conditions with the ability to lift objects weighing up to 100 pounds.
- m. Sits, stands, and walks constantly depending on the job for the day.
- n. Must be able to perform job duties as described on essential functions addendum.

**5. ADDITIONAL EXAMPLES OF WORK PERFORMED:**

Perform other duties and special projects as assigned.

**6. REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:**

- a. Must be at least 18 years of age.
- b. High School diploma or GED required; supplemented by at least one year of previous experience and or training involving computer generated sign fabrication and installation.
- c. Must possess a valid Class B driver's license or the ability to obtain the license within six months after employment.
- d. Must have legal authorization to work within the United States of America.
- e. Must pass a pre-employment drug/alcohol screen.
- f. Must have knowledge of and/or the ability to learn occupational hazards and safety precautions.
- g. Must be able to report for work on time and to perform the duties of the job for the entire workday.
- h. Must be able to work flexible hours with some weekend and holiday work required.
- i. Must be able to perform frequent overtime work, which may involve late night or early morning hours.

- j. Must have sufficient physical strength and ability to independently and repeatedly lift, move and carry objects weighing up to 100 pounds and to repeatedly lift, move and carry objects weighing more than 100 pounds with assistance.
- k. Must be able to establish and maintain an effective working relationship with supervisors, other employees and to effectively and courteously communicate with the public.
- l. Must have the ability to use good judgment while performing job related tasks.
- m. Must be able to pass physical examination and physical abilities test/post offer screen for employment.

Safety Sensitive  
Non-Exempt  
December 30, 2004

**ESSENTIAL FUNCTIONS ADDENDUM**  
**STREET DEPARTMENT**  
**SIGN TECHNICIAN**

Employees in this area work 5 days a week, 8 hours a day with a 1-hour lunch break. Sign Technicians are full-time. The Sign Technician reports to the Director of the Street Department. The employee's primary function is to fabricate and install street signs. This job requires digging, lifting, and breaking of pavement while exposed to dampness, fumes, odors, dust, dirt, rain, sleet, snow, heat, chemicals, and foul odors. The Street Department is responsible for problems associated with inclement weather including: salting roads during cold weather, cutting down trees that have fallen into the street, fixing roads from floods, etc. The Sign Technician is responsible for operating and maintaining light duty vehicles, dump trucks, back-hoes, chain saws, shovels, and other hand tools. This position requires physical endurance during periods of extreme weather conditions.

Physical Demands

Rarely – suggests the employee is required to perform tasks less than 8 repetitions per hour, or less than 33% of the day.

Occasional – suggests the employee is required to perform tasks 8-15 repetitions per hour, or 33% of the day.

Frequent – suggests the employee is required to perform tasks 16-32 repetitions per hour, or 34-65% of the workday.

Constant – suggests the employee is required to perform tasks 33 or more repetitions per hour, or 66% or higher of a workday.

<u>Lift</u>	<u>Occasional</u>	<u>Frequent</u>	<u>Constant</u>
<20#		X	
20-50#		X	
50-75#		X	
75-100#	X		
>100#	X		
<u>Push/Pull</u>	<u>Occasional</u>	<u>Frequent</u>	<u>Constant</u>
<50#		X	
50-100#		X	
100-150#	X		
>150#	X		

*Street Department*  
*Traffic Sign Technician*

Depending on the job duties for the day the Sign Technician may have to perform lifting, pushing or pulling on a more or less frequent basis. However, job duties may change throughout the week depending on the needs of the Street Department. The employee will assume the duties of a Laborer as needed by the department.

Bending/Squatting/Twisting – Is required frequently throughout the day repairing, maintaining, and constructing street signs. The Sign Technician could also be required to perform a combination of all 3 components.

Pushing/Pulling – Is required frequently throughout the day when installing and pulling signposts out of the ground. Could also be required when working on job landscaping, manipulating concrete drainpipes, moving manhole covers, storm drains as needed.

Lifting/Carrying – Is required constantly in lifting hand tools, jackhammers, pavement breakers, post drivers, sledge hammer and other material used in the construction and installation of signs.

The following items were weighed and can be lifted, carried, pushed, pulled, or manipulated in a fashion using all 4 components:

<u>Item</u>	<u>Weight</u>
Shovel with asphalt	16#
Street sign	11#
Street sign post	40#
Jack hammer	75#
Storm drain frame	285#
Storm drain grate	220#
Storm drain curb box	250#
Bag of cement	85#
Chain saw	20#
Weed eater	15#
Post driver	40#
Sledge hammer	15#
Road barrels	20#
Road cones	12#
Tractor tire	62#
Box of signs	94#
Roll of film	38#
Cutter saw	21#
U channel 12 ft. post	34#

The jackhammer was weighed as above, however, this does not account for friction force that is caused when breaking up pavement or when it may jam in the pavement. The signpost was also weighed but does not account for friction force pulling the post out of the ground. Employees are able to get help with lifting heavy objects and are encouraged to if an object weights over 100#.

Standing/Walking – Can be required frequently during the day depending on the job.

*Street Department*  
*Traffic Sign Technician*

Sitting – Can be required frequently during the day depending on the job.

Reaching – Is required constantly using landscaping equipment, manipulating tools and using material in the repair and construction of street signs.

Manual Dexterity/Gripping – Performed constantly.

Fine Motor Control – Can be performed frequently.

Climbing ladders – Required frequently ascending/descending ladders when putting up sign.

Overhead activity – Required occasionally when lifting items/tools/signs overhead.

Driving – Can be performed constantly. Includes driving a truck, tractor, backhoe, salt truck and dump trucks.

Tools handled:

Shovel  
Push broom  
Rake  
Jack hammers  
Tamp bar  
Hammer  
Wrenches  
Lute  
Manhole hook  
Sledge hammer  
Post driver  
Chain Saw  
Pavement breaker

Work Conditions

*Exposed to:*

Hot temperatures  
Cold temperatures  
Sudden changes in temperatures  
Noise  
Slippery surfaces  
Rain  
Snow  
Dust/Dirt  
Fumes  
Inclement weather

*Need physical ability for:*

*Street Department*  
*Traffic Sign Technician*

Squatting

Bending/Crouching

Stooping

Hand gripping

Fine motor control

Twisting

Hand/Eye coordination

Pushing/Pulling

Lifting/Carrying

Reaching

Overhead activity

Climbing

Driving

Foot control

Addendum

November 10, 2004